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Communications and Information

GUIDE TO ADDRESSING OFFICIAL MAIL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 50 SCS/SCSI (Mr. Gregory A. Cummins) Certified by: 50 SCS/SCS (Mr. Ricky S. Anderson)
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This instruction is to assist all Schriever AFB personnel in dispatching official correspondence. Included in this instruction is mail addressing requirements and a consolidation of information concerning official mail procedures for Schriever AFB CO. This instruction does not replace Air Force regulations or instructions. For more information, please refer to AFMAN 33-326, Preparing Official Communications; AFH 33-337; The Tongue and Quill; DOD 5200.1-R, Information Security Program; DoD 4525.8M/AFSUP1, Official Mail Manual; and DoD 4525.6-M/AFSUP 1, Military Post Office Operation Procedures. Addressing requirements have been coordinated with the United States Postal Service (USPS), Zip Plus Four Directory, Air Force Address Directory is located at World Wide Web (WWW)
<http://afdir.hq.af.mil>

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This document is revised from a handbook to an instruction.

1. General

- 1.1. This instruction addresses various addressing formats, classified mail procedures, directory mail, parcel bombs, anthrax, and Schriever AFB organizational addresses.
- 1.2. Direct any questions and comments concerning this publication to 50 SCS/SCSIA, 300 O'Malley Ave, Suite 7, Schriever AFB, CO 80912. The commercial phone number is (719) 567-5305. The DSN number is 560-5305.
- 1.3. Responsibilities. Activity Distribution Office (ADO). The Base ADO provides assistance and training to the Official Mail Managers (OMMs). ADO personnel will conduct initial and or refresher OMM training for the base populace bi-monthly.

2. OVERVIEW OF VARIOUS FORMATS

2.1. General. The Schriever Air Force Base Guide To Addressing Official Mail instruction describes some of the elements and formats used to dispatch official correspondence. Here is a description of each format and its proper use.

2.2. “TO” Address. The United States Postal Service (USPS) requires, for successful processing by optical character recognition (OCR) equipment, addresses to be machine-printed in all UPPERCASE letters, with a uniform left margin, and formatted in a manner that allows an OCR to recognize the information. Limit the use of unnecessary punctuation. Include the mandatory address lines as indicated below in **Figure 1**. Do not use punctuation in the last two lines of the address block except for the dash in the ZIP+4 code. Addresses are limited to five lines. Addresses may be typed directly on the envelope or on a label and affixed to the envelope. Rubber stamps are not authorized for use in the “TO” address element. If an ATTENTION or ADDRESS DATA line is included, it/they should be entered as the first line(s) in the address element as indicated below in **Figure 2**.

2.3. “FROM” Address. The “FROM” address should be typed (produced electronically) in all UPPERCASE letters or stamped in the upper left corner of the envelope. Rubber stamps may be used for the “FROM” (RETURN) address only. Format all lines of the “FROM” address with a uniform left margin. Limit the use of unnecessary punctuation. Include the three mandatory address lines as indicated below in **Figure 3**.

2.3.1. Enter “OFFICIAL BUSINESS” statement two lines below the return address.

2.3.2. Mail for “Pouch” mailing should be addressed as shown in **Figure 4**.

Figure 1. Standard Air Force “TO” Address Format

ORGANIZATION ABBREVIATION/OFFICE SYMBOL LINE:	50 SCS/SCSI
DELIVERY ADDRESS LINE:	300 O’MALLEY AVE, STE 7
CITY/BASE, STATE, ZIP+4 CODE LINE:	SCHRIEVER AFB CO 80912-3007

Figure 2. Standard Air Force “TO” Address With Attention Line

OPTIONAL ADDRESS DATE LINE:	Acct #: 123456789
OPTIONAL ATTENTION LINE:	MR. GREGORY A. CUMMINS
ORGANIZATION ABBREVIATION/OFFICE SYMBOL LINE:	50 SCS/SCSI
DELIVERY ADDRESS LINE:	300 O’MALLEY AVE STE 7
CITY/BASE, STATE, ZIP+4 CODE LINE:	SCHRIEVER AFB CO 80912-3007

Figure 3. Sample Return Addressed Envelope

50 SCS/SCSIA
300 O’MALLEY AVE STE 7
SCHRIEVER AFB CO 80912-3007
OFFICIAL BUSINESS

Figure 4. Standard Pouch Mail

MR. GREGORY A. CUMMINS 50 SCS/SCSIA 300 O'MALLEY AVE STE 7 SCHRIEVER AFB CO 80912-3007 <div style="text-align: center;">(Center) HQ USAF/WXY 3900 CENTURION ST STE 1900 ANDREWS AFB MD 1234-9876 (Center Bottom) POUCH</div>

2.4. Schriever Air Force Base Organizational Addresses Instructions. If your functional address symbol (FAS) is different from the FAS in the address listing, you should substitute your FAS for the FAS listed. All other information should remain the same. Also, if you share a box with another organization, you should substitute your organization and FAS for the organization and FAS in the address listing. Otherwise, the Delivery Address Line, and City, State, Zip +4 line should be typed as shown.

2.4.1. Contractors. Contractors who receive their distribution through another organization should use that organization's address and use the ATTENTION LINE to identify their company.

2.4.2. Schriever AFB Organizational Street Addresses. Below is a listing of addresses to be used by Schriever AFB organizations. The listing is by a 4-digit suite number. This number is made up of the first two digits of your building number as well as your assigned box number. See [Attachment 1](#) for listing of Schriever's Organizational Addresses .

3. CLASSIFIED MAIL PROCEDURES

3.1. General. The following information is provided to assist in determining method of classified mail dispatch:

3.1.1. Classified Mail Helpful Hints.

3.1.1.1. Correspondence classified SECRET, being sent from this installation to a Peterson Complex addresses (Peterson and Cheyenne Mountain), is processed as classified communication. The package(s) is receipted for and delivered to the Peterson Base Information Transfer Center (BITC) by an authorized courier.

3.1.1.2. Registered mail must be used if material being forwarded is classified SECRET and is destined to a Continental United States (CONUS), other than a Peterson Complex address, or overseas location, or if the material being sent is CONFIDENTIAL and it is being dispatched overseas. Use U.S.P.S. Express Mail if material being sent must reach a CONUS des-

mination within twenty-four hours.

3.1.1.3. Federal Express may also be used to send SECRET or CONFIDENTIAL correspondence remaining within CONUS boundaries that must reach its destination within twenty-four hours.

3.1.1.4. The use of First Class Mail, with the “Return Service Requested” endorsement, is authorized for mailing CONFIDENTIAL material that is remaining within the CONUS.

3.2. Classified Communications Instructions.

3.2.1. Single wrap packages classified SECRET or below that are staying within the Peterson Complex. Ensure an AF Form 310, Document Receipt and Destruction Certificate, is enclosed.

3.2.2. Stamp the security classification on the top and bottom, front and back of the package.

3.2.3. Seal all package seams with paper tape or mucilage. Do not use masking tape.

Ensure the taped edges are properly secured.

3.2.4. Address classified communications according to **Figure 5.** on page 5. Ensure the container number is two lines below the return address.

3.2.5. It is very important not to address the classified communication to an individual.

3.2.6. Complete an AF Form 12 for all accountable package(s). Same day dispatches may be consolidated on one AF Form 12 .

Figure 5. Sample Classified Communication Envelope

SECRET	
50 SCS/SCSIA	
300 O'Malley Ave, Ste 7	
Schriever AFB CO 80912-3007	
SCSIA-03-001	
21 LSS/LGTT	
STOP 2430	
SECRET	

3.3. Registered Mail Instructions.

3.3.1. Packages sent by registered mail must be double wrapped.

- 3.3.2. The outer container requires a complete “From” and “To” element as well as ZIP + 4. The “Official Business” statement must be entered two lines below the return address element.
- 3.3.3. The correspondence must be addressed to an organization, not an individual.
- 3.3.4. Place container number two lines below “Return” address. The number is composed of office symbol-year-consecutive number. Start with number 1 at the beginning of each year.
- 3.3.5. Ensure all seams are sealed with reinforced paper tape.
- 3.3.6. Ascertain there are no classification markings on the outer container.
- 3.3.7. An AF Form 12 must accompany all registered mail packages delivered to the mailroom.
- 3.3.8. See [Figure 6](#). for sample of registered mail (outer container).

Figure 6. Sample Registered Mail (Outer Container).

50 SCS/SCSIA	
300 O'Malley Ave, Ste 7	
Schriever AFB CO 80912-3007	
OFFICIAL BUSINESS	
SCSIA-03-0001	Det 4, 750 SG
	PSC 1215 – Unit 62500
	APO AE 09815

3.4. United States Postal System (U.S.P.S.)/ Federal Express Mail Instructions.

- 3.4.1. United States Postal System or FedEx Express mail must be double wrapped. The U.S.P.S. or FedEx Express Mailer may be used as an outer wrapping. Please ensure all seams are properly sealed.
- 3.4.2. Express mail envelopes, with letter of justification, must then be taken to the Peterson Base Information Transfer Center (BITC), Building 1466. Due to the high cost of USPS Express Mail, FedEx is the preferred method to send express mail. FedEx Express mail may be delivered to the Mailroom or Building 805.

3.5. Federal Express (FedEx) Requirements.

- 3.5.1. FedEx should be utilized only when deemed to be the most cost-effective manner to send material. The use of FedEx is not authorized for shipment of equipment.
- 3.5.2. Materials mailed must meet FedEx standard size and weight restrictions.

- 3.5.3. FedEx is authorized for mailing classified correspondence Monday through Thursday only. This ensures FedEx does not remain within the FedEx system over a weekend.
- 3.5.4. The material must be double wrapped. The FedEx package may be used as an outer wrapping. Please ensure all seams are properly sealed with reinforced paper tape .
- 3.5.5. It is prohibited to send classified FedEx to contractors.
- 3.5.6. **Do not** , under any circumstance, execute Block 7 (Release Signature) on the FedEx Airbill.
- 3.6. “Return Service Requested” First Class Mail Instructions.
- 3.6.1. Double wrap and address the package; however, do not include a container number on the package.
- 3.6.2. Security classification must not be visible on outer container.
- 3.6.3. Include the statement “Return Service Requested” on the outer container. See **Figure 7**. Sample “Return Service Requested” First Class Envelope.

Figure 7. Sample “Return Service Requested” First Class Envelope

50 SCS/SCSIA 300 O'Malley Ave, Ste 7 Schriever AFB CO 80912-3007	
OFFICIAL BUSINESS	
	384 MSS/MSE 57798 Leavenworth St. McConnell AFB KS 67211-3614
RETURN SERVICE REQUESTED	

3.7. AF Form 12 Instructions.

- 3.7.1. The “To” box is the organization and functional address symbol (FAS) where the package is being sent. This will normally be 50 SCS/SCSIA for packages taken to the Mailroom for dispatch.
- 3.7.2. The “From” box is your organization and FAS.
- 3.7.3. The “Dispatched By” box is the person who is sending the package, their grade, and FAS.

- 3.7.4. The first “Date” and “Time” boxes are the date and time the AF Form 12 is prepared.
- 3.7.5. Annotate the package control number in the “Container Number” box.
- 3.7.6. Annotate how the package is being dispatched (Registered, Express, etc.) in the “Reference” box.
- 3.7.7. Ensure “Last Item” is annotated in the next available block on the AF Form 12 before presenting to a mail clerk for signature.

Figure 8. Completed AF Form 12, Accountable Container Receipt

ACCOUNTABLE CONTAINER RECEIPT (Envelopes, Packages, Boxes, Crates, Etc.)			POSTAL NUMBER		DISPATCH NUMBER	
TO: 50 CS/SCSLA			FROM: 50 SW/CCA (Your FAS)			
DISPATCHED BY (Name, Grade and Office Symbol) J.Doe, AB, 50 SW/CCA					DATE 20000331	TIME 1500
ITEM	CONTAINER NUMBER	REFERENCE	ITEM	CONTAINER NUMBER	REFERENCE	
1	99-50SW/CCA-001	REGISTERED	12			
2	LAST ITEM		13			
3			14			
4			15			
5			16			
6			17			
7			18			
8			19			
9			20			
10			21			
11			22			
RECEIVED BY (Name and Office Symbol/Title)			SIGNATURE		DATE	TIME
RECEIVED BY (Name and Office Symbol/Title)			SIGNATURE		DATE	TIME
RECEIVED BY (Name and Office Symbol/Title)			SIGNATURE		DATE	TIME

AF FORM 12, 19800701 (EF-V3) PREVIOUS EDITION WILL BE USED.

4. Directory Mail Instructions.

4.1. Directory mail is mail that cannot be delivered as addressed because of an incomplete or incorrect mailing address. (REFERENCE: DoD 4525.6-M) Familiarization with this section will help reduce the amount of mail returned for noncompliance from the servicing post office.

4.1.1. Draw a single diagonal line through incorrect address lines. The name of the addressee shall not be written/stamped over or covered by gummed labels.

4.1.2. Make endorsements neat and legible, using a minimum of space. Each piece of directory mail shall be back stamped to indicate date of receipt.

4.1.3. Catalogs should be marked “Undeliverable as Addressed” and returned to servicing post office.

4.1.4. Mail that is directorized by unit mail clerks shall be returned to the Mailroom.

4.1.5. Leave and Earnings Statements addressed to personnel no longer assigned to the unit should be returned to the Mailroom unmarked.

4.2. Address Change Service.

4.2.1. All priority first, third, and fourth class single piece rate mail that is annotated "Forwarding Postage is Guaranteed," shall be endorsed with a forwarding address (if one is available) and sent to the addressee. The statement "Change of Address Due to Official Orders" must also be included. Mail shall be returned to sender if restricted from forwarding.

4.2.2. Any second-class mail (except newspapers) received for personnel who have been reassigned and not serviced by the same postmaster, shall be forwarded for 60 days following a member's departure. Endorse such mailings as follows: "Change of Address Due to Official Orders" and "Advise Your Correspondent or Publisher of Your Correct Mailing Address".

4.2.3. The first copy of undeliverable second class mail that is received will be labeled with PS Form 3579, Undeliverable Standard Mail (A) and (B) and Special Standard Mail (B), listing the forwarding address and marked "Not Deliverable as Addressed-Unable to Forward". These items will be returned to the mailroom for initializing and processing.

Figure 9. Directory Mail

If the mail is:	Then Endorse Mail:	And:
Addressed Illegibly	Illegible	“Return To Sender”
Receptacle number not assigned & correct number is unknown	No Such Number	“Return To Sender”
No receptacle number & correct address is unknown	Insufficient Address	“Return To Sender”
Refused by addressee	Refused	“Return To Sender”
Abandoned for 15 days	Unclaimed	“Return To Sender”
Addressed to “Commander of” a receptacle number without name or unit designation	Insufficient Address	“Return To Sender”

CATALOGS - "Undeliverable as Addressed" returned to servicing post office.

4.3. Parcel Bomb Recognition Points.

- 4.3.1. Incorrect Titles
- 4.3.2. Titles but no Names
- 4.3.3. Misspelling of Common Words
- 4.3.4. Oily Stains
- 4.3.5. No Return Address
- 4.3.6. Foreign Mail Labels
- 4.3.7. Bulky or Rigid Envelope
- 4.3.8. Excessive Postage
- 4.3.9. Lopsided or Uneven Envelope
- 4.3.10. Protruding Wires or Tinfoil

- 4.3.11. Visual Distractions
- 4.3.12. Poorly Typed or Written
- 4.3.13. Restrictive Markings (Personal, Confidential, etc.)
- 4.3.14. Excessive Tape or String
- 4.3.15. Odd Noises or Odors
- 4.4. Precautions.
 - 4.4.1. Isolate Item
 - 4.4.2. Do Not Open
 - 4.4.3. Do Not Move or Handle More than Necessary
 - 4.4.4. Do not Smoke in the Vicinity
 - 4.4.5. Attempt to Verify Package with Shipper
 - 4.4.6. Open Windows and Doors
 - 4.4.7. Note Circumstances of Delivery
 - 4.4.8. Ensure First Aid Capability
- 4.5. Notifications.
 - 4.5.1. Evacuate the area, notify Security Forces, and notify immediate supervisor or commander.
 - 4.5.2. Security Forces telephone number: 7-5643/5642.

SUZANNE M. VAUTRINOT, Colonel, USAF
Commander

Attachment 1**SCHRIEVER ORGANIZATIONAL MAILING LIST**

(Listing is updated as changes to units are made)

SPACEMARK	50 SW/HC
608 NAVSTAR ST STE 4	300 O'MALLEY AVE STE 16
SCHRIEVER AFB CO 80912-6004	SCHRIEVER AFB CO 80912-3016
AEROJET	50 SFS/CC
440 DISCOVER ST STE 3	101 FALCON PARKWAY STE 17
SCHRIEVER AFB CO 80912-4403	SCHRIEVER AFB CO 80912-1017
19 SOPS/CC	50 CES/CC
300 O'MALLEY AVE STE 5	500 O'MALLEY AVE STE 19
SCHRIEVER AFB CO 80912-3005	SCHRIEVER AFB CO 80912-5019
50 SCS/SCSIA/IP/IR/IM	50 SW/CP/WOC
300 O'MALLEY AVE STE 7	400 O'MALLEY AVE STE 20
SCHRIEVER AFB CO 80912-3007	SCHRIEVER AFB CO 80912-3020
AFOSI/ DET 807	HONEYWELL CORP.
500 NAVSTAR ST STE 8	442 DISCOVERER ST STE 22
SCHRIEVER AFB CO 80912-5008	SCHRIEVER AFB CO 80912-4022
TRW S&EG	310 SFS
442 DISCOVER ST STE 10	632 NAVSTAR ST STE 23
SCHRIEVER AFB CO 80912-4410	SCHRIEVER AFB CO 80912-6323
CCSC/LMMS/HARRIS	50 SW/SE
300 O'MALLEY AVE STE 11	210 FALCON PKWY STE 17
SCHRIEVER AFB CO 80912-3011	SCHRIEVER AFB CO 80912-2117
50 SCS/ SCSV	SMC DET 11/ CZGX
300 O'MALLEY AVE STE 12	300 O'MALLEY STE 24
SCHRIEVER AFB CO 80912-3012	SCHRIEVER AFB CO 80912-3024

310 SG/ 6 SOPS
300 O'MALLEY AVE STE 15
SCHRIEVER AFB CO 80912-3015

50 OSS/CC
300 O'MALLEY AVE STE 26
SCHRIEVER AFB CO 80912-3026

50 MSS/DPF
65 HAHN AVE STE 15
SCHRIEVER AFB CO 80912-2115

50 CG/CC
300 O'MALLEY AVE STE 29
SCHRIEVER AFB CO 80912-3029

850 SCS/ CC
300 O'MALLEY AVE STE 30
SCHRIEVER AFB CO 80912-3030

NOPS
633 NAVSTAR ST STE 32
SCHRIEVER AFB CO 80912-4432

1 SATCOM/MOSC
702 SPUTNICK ST STE 33
SCHRIEVER AFB CO 80912-7033

1 SOPS/CC
400 O'MALLEY AVE STE 41
SCHRIEVER AFB CO 80912-4035

AFTAC /DET 46
608 NAVSTAR ST STE 36

PCSI
608 NAVSTAR STE 25
SCHRIEVER AFB CO 80912-6025

NAVSOC /DET DELTA
400 O'MALLEY AVE STE 39
SCHRIEVER AFB CO 80912-4039

2 SOPS/CC
300 O' MALLEY AVE STE 41
SCHRIEVER AFB CO 80912-3041

USNO/AMC
400 O'MALLEY AVE STE 44
SCHRIEVER AFB CO 80912-4044

3 SOPS/CC
400 O'MALLEY AVE STE 47
SCHRIEVER AFB CO 80912-4047

50 CONS
210 FALCON PKWY STE 16
SCHRIEVER AFB CO 80912-3016

SMC DET 11 OL-AC (SSSG)
442 DISCOVERER ST STE 50
SCHRIEVER AFB CO 80912-4450

50 OG
300 O'MALLEY AVE STE 51
SCHRIEVER AFB CO 80912-3051

4 SOPS
300 O'MALLEY AVE STE 53
SCHRIEVER AFB CO 80912-3053

SCHRIEVER AFB CO 80912-6036

50 SCS/CC

300 O'MALLEY AVE STE 37

SCHRIEVER AFB CO 80912-3037

BOEING

442 DISCOVERER ST FL 38

SCHRIEVER AFB CO 80912-3038

TOP 3 ASSOC / DIAMOND COUNCIL

300 O'MALLEY AVE STE 56

SCHRIEVER AFB CO 80912-3056

SMC/DET 11 OL-AC LMTO/NIC

442 DISCOVERER ST STE 50

SCHRIEVER AFB CO 80912-4450

LMTO/MILSTAR/MCT

442 DISCOVERER ST STE 59

SCHRIEVER AFB CO 80912-4459

22 SOPS/CC

401 O'MALLEY AVE STE 61

SCHRIEVER AFB CO 80912-4061

HAZMART

613 LAGOON CIRCLE

SCHRIEVER AFB CO 80912

LMTL/SOM WAREHOUSE

400 O'MALLEY AVE STE 64

SCHRIEVER AFB CO 80912-4064

MWCSE/CC/AFELM

400 O'MALLEY AVE STE 65

22 SOPS/MAOP

411 GALILEO STE 54

SCHRIEVER AFB CO 80912-4154

18 IS

400 O'MALLEY AVE STE 55

SCHRIEVER AFB CO 80912-4055

50 SCS/SCX

300 O'Malley AVE STE 73

SCHRIEVER AFB CO 80912-3073

7 SOPS

400 O'MALLEY AVE STE 77

SCHRIEVER AFB CO 80912-4077

HARRIS CORP

301 O'MALLEY AVE STE 78

SCHRIEVER AFB CO 80912-3078

GPS BLOCK 11R FLIGHT OPS

440 DISCOVERER ST STE 79

SCHRIEVER AFB CO 80912-4479

SPACE WARFARE CENTER

720 IRWIN AVE

SCHRIEVER AFB CO 80912-7283

JOINT NATIONAL TEST FACILITY

730 IRWIN AVE

SCHRIEVER AFB CO 80912-7383

17TS/CC

730 IRWIN AVE

SCHRIEVER AFB CO 80912-4065

SCHRIEVER AFB CO 80912-7383

LOCKEED MARTIN MISSION SYS

527th SAS

400 O'MALLEY AVE STE 67

730 IRWIN AVE

SCHRIEVER AFB CO 80912-4067

SCHRIEVER AFB 80912-7383

SCHRIEVER TECHNICAL LIBRARY

50SW/CC/CV/DS/CCS/CCC/CCA/

715 SPUTNIX STE 68

CCE/CCX/CCP/CAA/HO/IMA

SCHRIEVER AFB CO 80912-7168

210 FALCON PARKWAY STE 2101

SCHRIEVER AFB CO 80912-2101

DET 5 SMC/AEROSPACE

442 DISCOVERER ST STE 71

SCHRIEVER AFB CO 80912-4471

50 SW/PA

50 SW/IG

210 FALCON PARKWAY STE 2102

210 FALCON PARKWAY STE 2111

SCHRIEVER AFB CO 80912-2102

SCHRIEVER AFB CO 80912-2111

50 SW/ME

50 SW/MO

210 FALCON PARKWAY STE 2103

210 FALCON PARKWAY STE 2112

SCHRIEVER AFB CO 80912-2103

SCHRIEVER AFB CO 80912-2112

LMSI/SMC DET 11/CCSC

ROGERS TRAVEL

442 DISCOVERER ST STE 101

210 FALCON PARKWAY STE 303

SCHRIEVER AFB CO 80912-4428

SCHRIEVER AFB CO 80912-2113

50 SW/JA

210 FALCON PARKWAY STE 2104

SCHRIEVER AFB CO 80912-2104

50 SW/XP

210 FALCON PARKWAY STE 2105

SCHRIEVER AFB CO 80912-2105

50 /MSGCC (CD/CCA)

210 FALCON PARKWAY STE 2106
SCHRIEVER AFB CO 80912-2106

50 MSS/CC (CCF/CCA)

210 FALCON PARKWAY STE 2107
SCHRIEVER AFB CO 80912-2107

50 MSS/DPM

210 FALCON PARKWAY STE 2108
SCHRIEVER AFB CO 80912-2108

50 MSG/SV

210 FALCON PARKWAY STE 2109
SCHRIEVER AFB CO 80912-2109

50 SW/FM

210 FALCON PARKWAY STE 2110
SCHRIEVER AFB CO 80912-2110